



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: MOTOR VEHICLES

DIVISION: LEGAL AFFAIRS DIVISION

POSITION TITLE: CHIEF COUNSEL II, CEA
(Pending Control Agency Approval)

LOCATION: SACRAMENTO

SALARY: \$ 8654 - 9731

FINAL FILING DATE: January 25, 2005

DUTIES/RESPONSIBILITIES

The Chief Counsel II, CEA is Deputy Director of the Department of Motor Vehicles' Legal Affairs Division and manages the activities of the department's legal offices in Sacramento and Los Angeles. The position advises the Directorate and executive staff on legal strategies and implications regarding contractual matters, administrative actions, litigation, legislation, the content of legal forms, rules and regulations and may provide oral or written legal advice to other public officials or interested persons and organizations.

The Chief Counsel II prepares and presents the most difficult cases before boards and referees in matters involving violations of the Vehicle Code and supervises the preparation and presentation of cases by staff attorneys. The position acts as legal advisor to department staff in procurement and bidding, contract administration and enforcement. In major procurements, the position acts as lead person in document preparation and in negotiations with bidders and may represent the department in contract protest hearings or supervise the preparation and presentation thereof by staff attorneys.

DUTIES/RESPONSIBILITIES CONTINUED

The incumbent formulates policies and procedures to ensure legally correct and timely actions; supervises the drafting of legal forms, orders, legislation, manuals and administrative rules and regulations in cooperation with the Director and executive personnel; provides a legal perspective in the development of policies and procedures; writes legal opinions as requested by the Director, Office of the Director and executive heads of departmental divisions, and reviews and approves those opinions assigned to and prepared by staff attorneys.

The Chief Counsel II represents the Director on highly sensitive legal matters and has significant delegated authority for independent decisions regarding legal matters involving the, California Vehicle Code and Government Code.

The incumbent maintains liaison with the offices of the Attorney General and Legislative Counsel; consults with the Attorney General on legal problems and assists the Attorney General or other public officials in the preparation and trial of cases; accepts service of process in all lawsuits against the department; coordinates the defense of such lawsuits with the Attorney General; and approves any and all settlements of such lawsuits.

DESIRABLE QUALIFICATIONS

The Chief Counsel II, CEA must be thoroughly knowledgeable in all areas under his/her jurisdiction in order to provide the leadership required to attain the department's established mission, goals, and objectives.

Desirable qualifications include:

- Demonstrated experience in the effective and efficient management of a State department's legal program.
- Knowledge of the policies, procedures and activities of the Department of Motor Vehicles.
- Demonstrated decision making ability.
- Ability to communicate with all levels of contact within and outside the department.
- Ability to ensure accurate and timely service to all customers.
- Experience in providing service to the public and a variety of customers.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Membership in the State Bar of California. (Applicants must have active membership in the State Bar before they will be eligible for appointment.)

and

Either I

One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Assistant Chief Counsel.

or II

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D; and current employment in a class at a level equivalent to that of Senior Staff Counsel (Specialist) or (Supervisor).

Or III

One year of experience in the California state service performing legal duties* at a level of responsibility equivalent to Senior Staff Counsel (Specialist) or (Supervisor).

Or IV

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Patterns I, II or III above, performing the duties of a class at a level of responsibility equivalent to that described in Patterns I, II, or III.)

****Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.***

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678).
- A Statement of Qualifications. This *Statement of Qualifications* is to be a discussion of the candidates' education and experience that would qualify them for this position. The *Statement* should be no more than two pages

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles
Selection Services Unit
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

Or mail to

Department of Motor Vehicles
Selection Services Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

FILING INSTRUCTIONS CONTINUED

Applications and **Statement of Qualifications** must be **received or postmarked by the final filing date of January 25, 2005.**

Questions regarding this examination should be directed to Maria Anderson at (916) 657-5764 or CALNET 437-5764. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

EXAMINATION INFORMATION

The applications and *Statement of Qualifications* will be reviewed by a screening committee. Interviews may be conducted if the screening committee finds it necessary. Should the screening committee deem it necessary, interviews may be conducted with only the most qualified applicants. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

BULLETIN RELEASE DATE: January 3, 2005